

Viewing/Modifying Personal Data Overview

This Job Aid was developed to guide HR Administrators through the process of viewing or updating an employee's Personal Data in Cardinal.

Each employee has only one Personal Data record that is shared by all Agencies. Agencies with employees who have more than one Job Record should always remember that the Personal Data record is shared, even if the employee has active jobs at two different Agencies.

A home address is required and should never be inactivated. Failure to provide a home address will result in Benefits/Vendor extract errors. VRS only accepts the home address.

The email address is used by the employee to access Cardinal. When an HR Administrator changes the employee's email address, the employee should be informed as it will impact their login process. When an employee has two active jobs at different Agencies, the Agency with the primary job flag (salaried job is always primary) is the most likely to maintain the business email address because that email will drive Cardinal access and give the employee ESS access to appropriate information.

To complete a name change, see the Job Aid titled **HR351 Performing a Name Change**. This Job Aid can be found on the Cardinal Website in **Job Aids** under **Learning**.

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Viewing/Updating Personal Data

1. Review the employee's personal information by navigating to the **Modify a Person** page using the following path:

Navigator > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Search** page displays.

Personal Information
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable employee ID in the **Empl ID** field.
3. Click the **Search** button.



Human Resources Job Aid

HR351 Viewing/Modifying Personal Data

The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.

[← Cardinal Homepage](#)

Biographical Details

Contact Information

Regional

VA Person Info

Person ID

Name

Q | < > 1 of 1 View All

Effective Date 11/15/2021 + -

Format Type English

Display Name View Name

Biographic Information

Date of Birth 05/01/2000 Years 21 Months 8

Date of Death

Birth Country USA United States

Birth State

Birth Location ☐ Exclude Contact Information?

Biographical History

Q | < > 1 of 1 View All

*Effective Date 11/15/2021 + -

*Gender Female

*Highest Education Level Bachelors Level Degree

*Marital Status Married As of 11/15/2021

Language Code

Alternate ID

☐ Full-Time Student

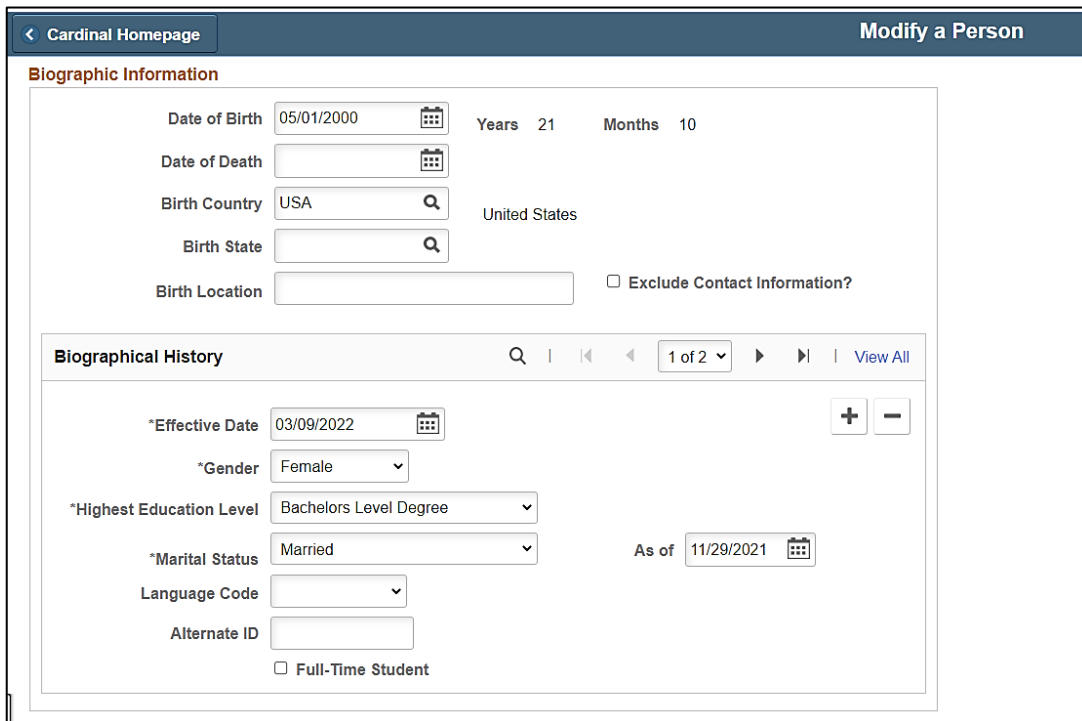
Note: For a name change, see the Job Aid titled HR351 Performing a Name Change. This Job Aid can be found on the Cardinal Website in **Job Aids** under **Learning**.

HR351 Viewing/Modifying Personal Data

Biographical History – Updates to Gender, Highest Education Level, or Marital Status

4. Scroll down as needed and review the information in the **Biographical History** section. If changes need to be made to the employee's Gender, Highest Education Level or Marital Status, click the **Add a New Row** icon in order to make the change with a new effective date.

The **Modify a Person** page refreshes and a new row is now available for the Biographical History section (row 1 of 2 in this scenario).



The screenshot shows the 'Modify a Person' page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Modify a Person' on the right. Below this is the 'Biographic Information' section, which includes fields for Date of Birth (05/01/2000), Date of Death, Birth Country (USA), Birth State, Birth Location, and a checkbox for 'Exclude Contact Information?'. The 'Years' and 'Months' are displayed as 21 and 10 respectively. Below this is the 'Biographical History' section, which has a search bar and a '1 of 2' indicator. It contains a table with one row showing: *Effective Date (03/09/2022), *Gender (Female), *Highest Education Level (Bachelors Level Degree), *Marital Status (Married), and As of (11/29/2021). There are plus and minus icons for adding or removing rows. At the bottom, there are fields for Language Code, Alternate ID, and a checkbox for 'Full-Time Student'.

5. The **Effective Date** field defaults to the current date but can be updated as needed using the **Calendar** icon provided.
6. Update the **Gender**, **Highest Education Level**, and/or **Marital Status** as field as needed using the dropdown buttons provided.

[Cardinal Homepage](#)

Modify a Person

Birth Location
☐ Exclude Contact Information?

Biographical History

*Effective Date 03/09/2022

+

-

*Gender Female

▼

*Highest Education Level Masters Level Degree

▼

*Marital Status Married

▼

 As of 11/29/2021

+

-

Language Code

▼

Alternate ID

☐ Full-Time Student

National ID

1-1 of 1

View All

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number	888-11-4288	<input checked="" type="checkbox"/>	+	-

Save

Return to Search

Notify

Refresh

Update/Display

Include History

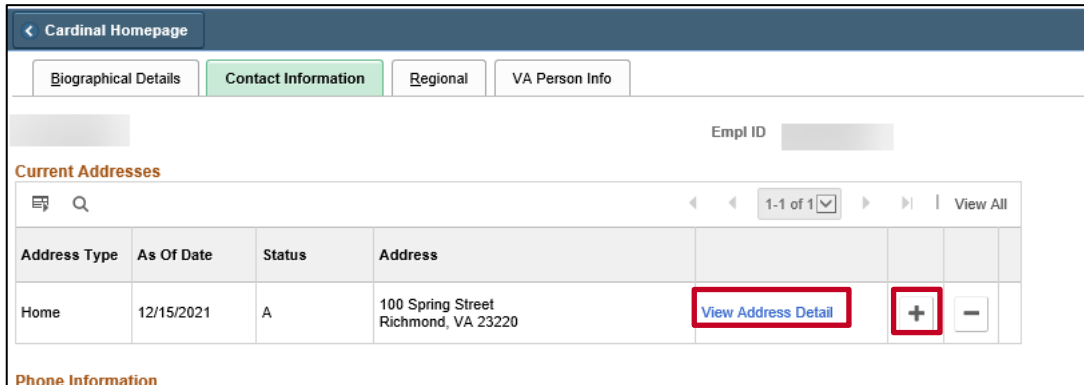
- Click the **Save** button.

HR351 Viewing/Modifying Personal Data

Contact Information – Updates to Address, Phone, or Email Address

8. Click the **Contact Information** tab at the top of the page.

The **Contact Information** tab displays.



Cardinal Homepage

Biographical Details **Contact Information** Regional VA Person Info

Empl ID

Current Addresses

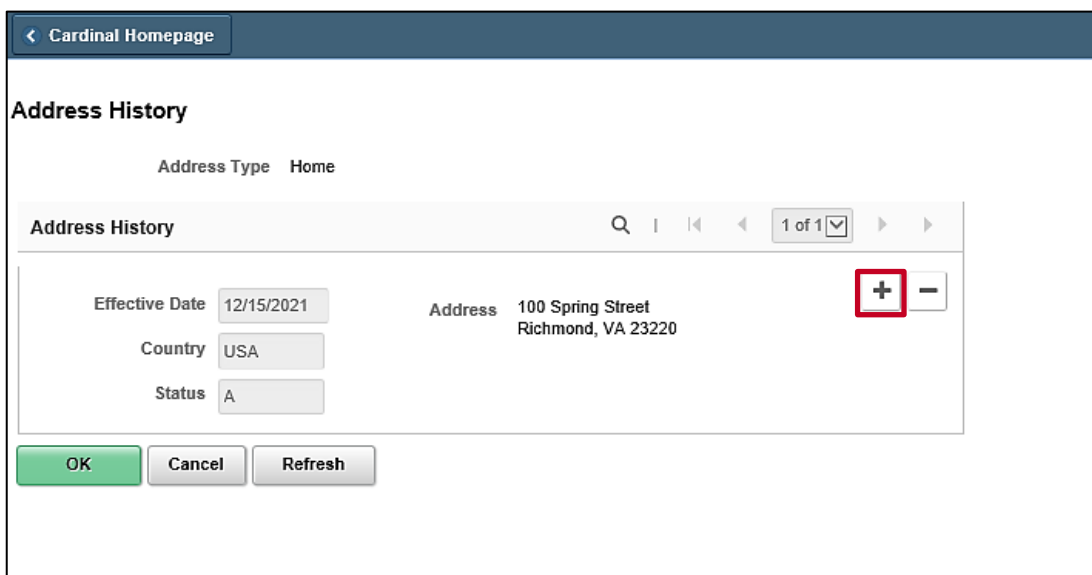
1-1 of 1 View All

Address Type	As Of Date	Status	Address			
Home	12/15/2021	A	100 Spring Street Richmond, VA 23220	View Address Detail	+	-

Phone Information

9. Review the information in the **Current Addresses** section. To change an existing address, click the corresponding **View Address Detail** link.

Note: The home address is required and should not be inactivated.



Cardinal Homepage

Address History

Address Type Home

Address History 1 of 1

Effective Date 12/15/2021 Address 100 Spring Street
Richmond, VA 23220

Country USA

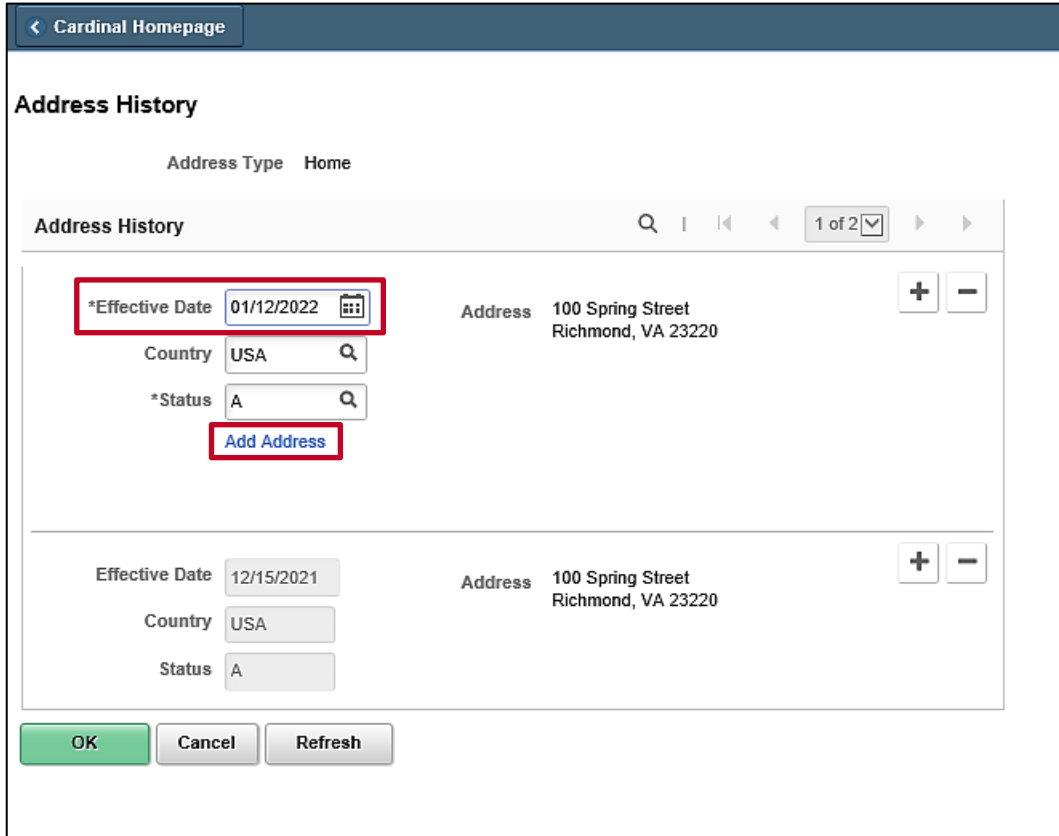
Status A

OK Cancel Refresh

10. Click the **Add a New Row** icon to replace the existing address with a new effective date.

HR351 Viewing/Modifying Personal Data

The **Address History** page refreshes and the new row displays.



Cardinal Homepage

Address History

Address Type Home

Address History 1 of 2

*Effective Date	01/12/2022	Address	100 Spring Street Richmond, VA 23220
Country	USA		
*Status	A		
Add Address			
Effective Date	12/15/2021	Address	100 Spring Street Richmond, VA 23220
Country	USA		
Status	A		

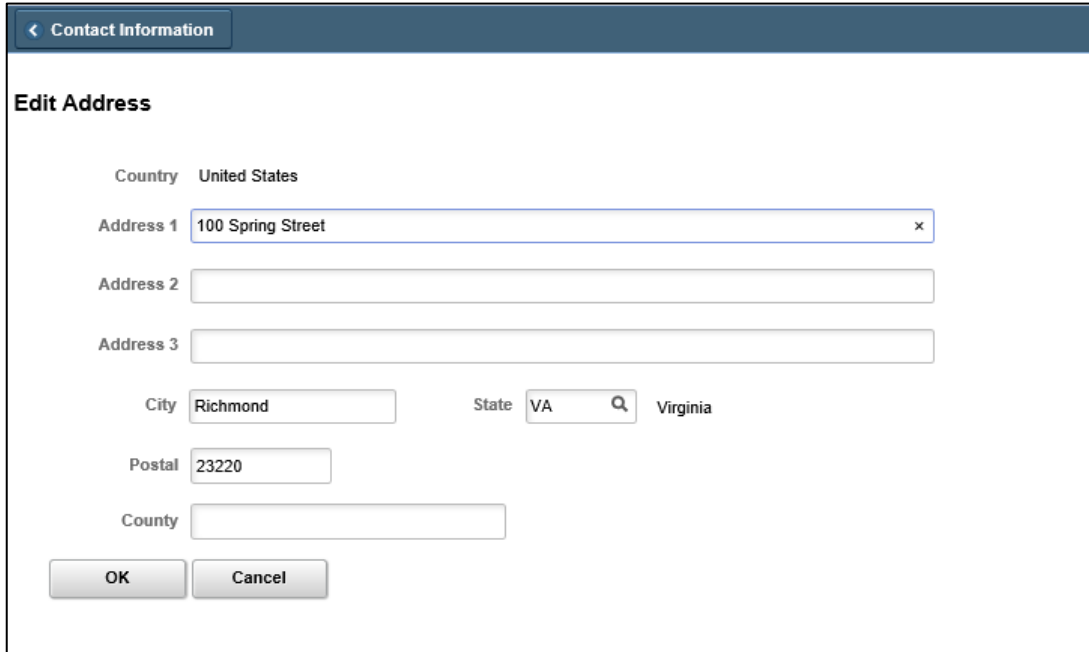
OK Cancel Refresh

- The **Effective Date** field defaults to the current date but can be updated as needed using the **Calendar** icon provided.

Note: If the effective date is a date in the future, the update will not appear on the **Personal Data** page until the effective date is equal to the system date.

- Click the **Add Address** link.

The **Edit Address** page displays.



Edit Address

Country United States

Address 1 100 Spring Street x

Address 2

Address 3

City Richmond State VA Virginia

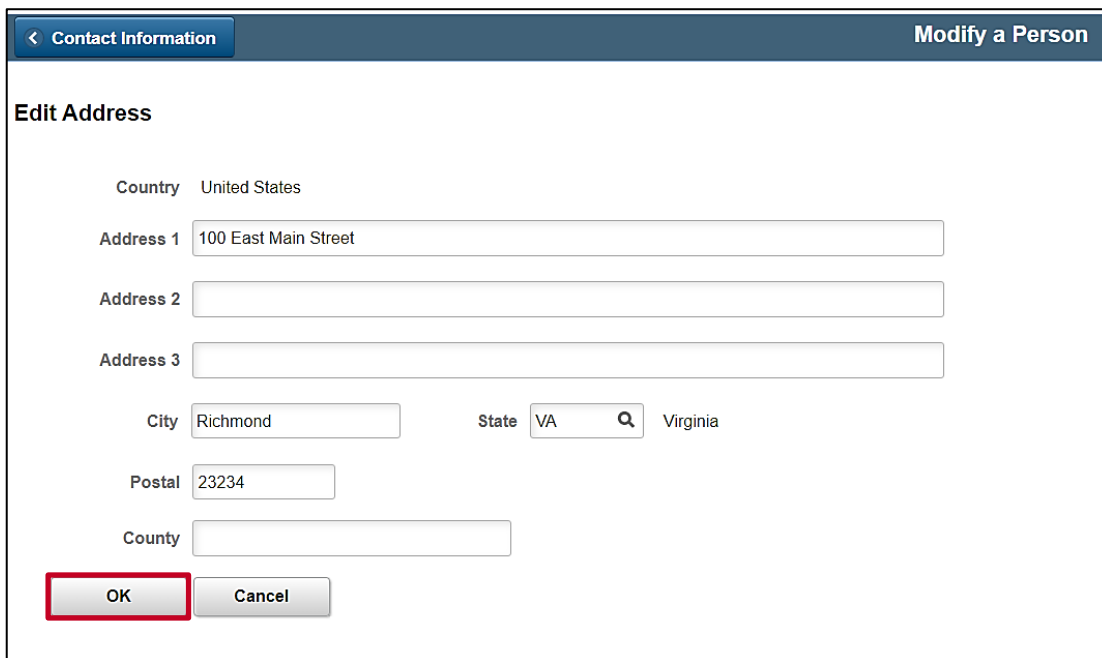
Postal 23220

County

OK Cancel

13. Replace the address values that need to be updated.

Note: If a PO Box is required, use the **Address 2** field.



Edit Address

Country United States

Address 1 100 East Main Street

Address 2

Address 3

City Richmond State VA Virginia

Postal 23234

County

OK Cancel

14. Once all updates are made, click the **OK** button.

The **Address History** page returns.

[<](#) **Contact Information**

Address History

Address Type Home

Address History

Q | << < 1 of 2 > >>

*Effective Date01/12/2022

CountryUSA

*StatusA

Add Address

Address1000 Spring Street
Richmond, VA 23220

+ -

Effective Date12/15/2021

CountryUSA

StatusA

Address100 Spring Street
Richmond, VA 23220

+ -

OK

Cancel

Refresh

15. Click the **OK** button.

HR351 Viewing/Modifying Personal Data

The **Modify a Person: Contact Information** tab returns.

Contact Information

Biographical Details

Contact Information

Regional

VA Person Info

Empl ID

Current Addresses

1-1 of 1

View All

Address Type	As Of Date	Status	Address			
Home	01/12/2022	A	1000 Spring Street Richmond, VA 23220	Edit/View Address Detail	+	-

Phone Information

1-1 of 1

View All

*Phone Type	Telephone	Extension	Preferred			
Business	555/555-5555		<input checked="" type="checkbox"/>	+	-	

Email Option Selection

☒ Agency Provided Email
 ☐ Pending Agency Provided Email
 ☐ Employee Provided Email

Email Addresses

*Email Type	*Email Address	Preferred			
Business	Mary.smith41@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-	

Instant Message IDs

1-1 of 1

View All

*IM Protocol	*IM Domain	*Network ID	Preferred			
			<input type="checkbox"/>	+	-	

Save

Return to Search

Notify

Refresh

Add

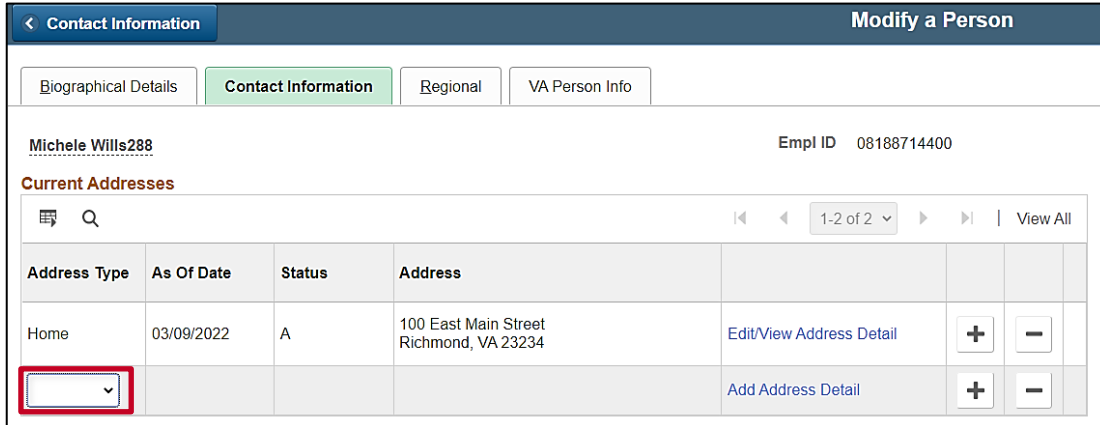
Update/Display

Include History

Note: The status for the home address must always be “A” for active.

- To add an additional address (different type of address), click the **Add a New Row** icon.

The page refreshes and a new row displays.



Modify a Person

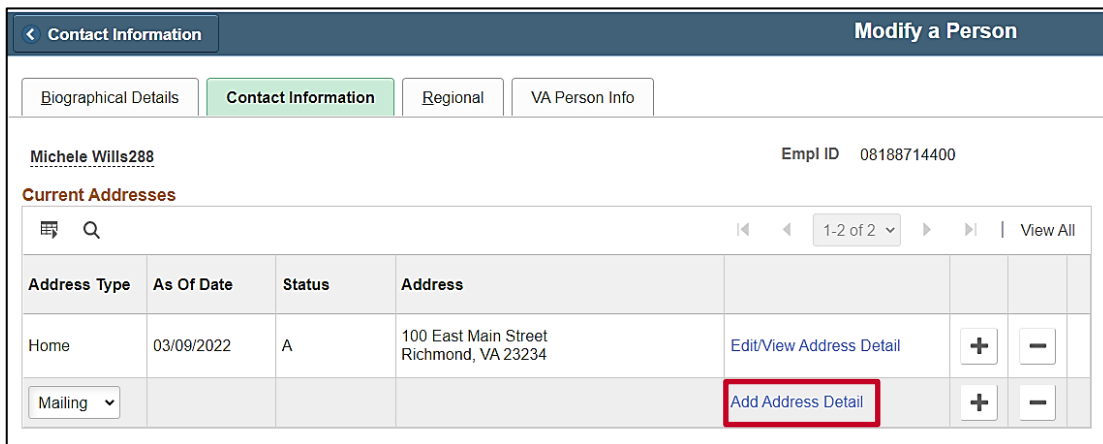
Biographical Details **Contact Information** Regional VA Person Info

Michele Wills288 Empl ID 08188714400

Current Addresses

Address Type	As Of Date	Status	Address			
Home	03/09/2022	A	100 East Main Street Richmond, VA 23234	Edit/View Address Detail	+	-
<div>▼</div>				Add Address Detail	+	-

17. Select the applicable address type in the **Address Type** field using the dropdown button provided.



Modify a Person

Biographical Details **Contact Information** Regional VA Person Info

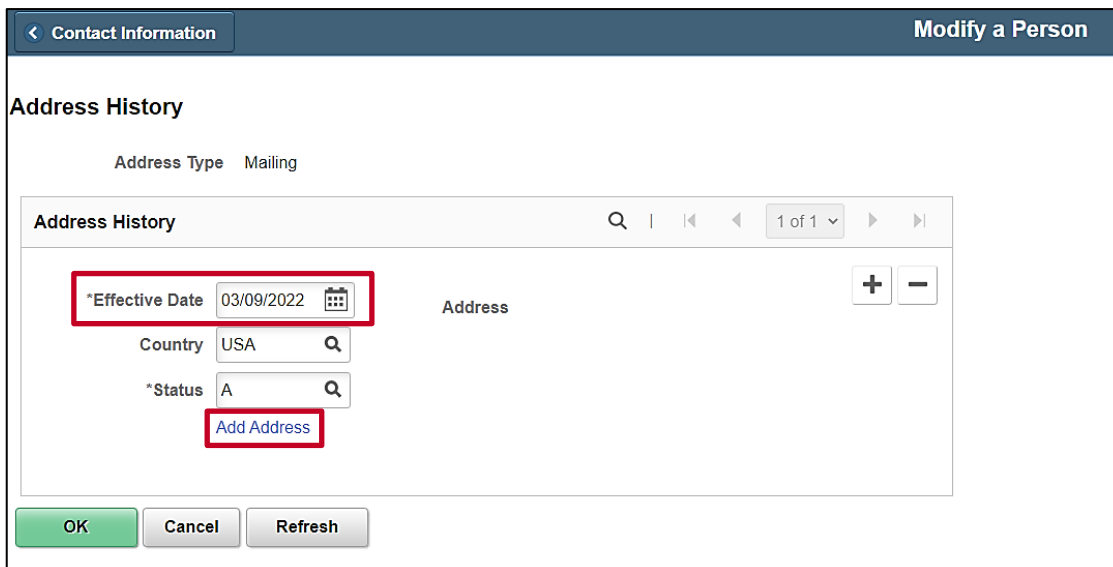
Michele Wills288 Empl ID 08188714400

Current Addresses

Address Type	As Of Date	Status	Address			
Home	03/09/2022	A	100 East Main Street Richmond, VA 23234	Edit/View Address Detail	+	-
Mailing ▼				Add Address Detail	+	-

18. Click the **Add Address Detail** link.

The **Address History** page displays.



Modify a Person

Address History

Address Type Mailing

Address History

*Effective Date	Country	*Status	Address		
03/09/2022	USA	A		+	-

[Add Address](#)

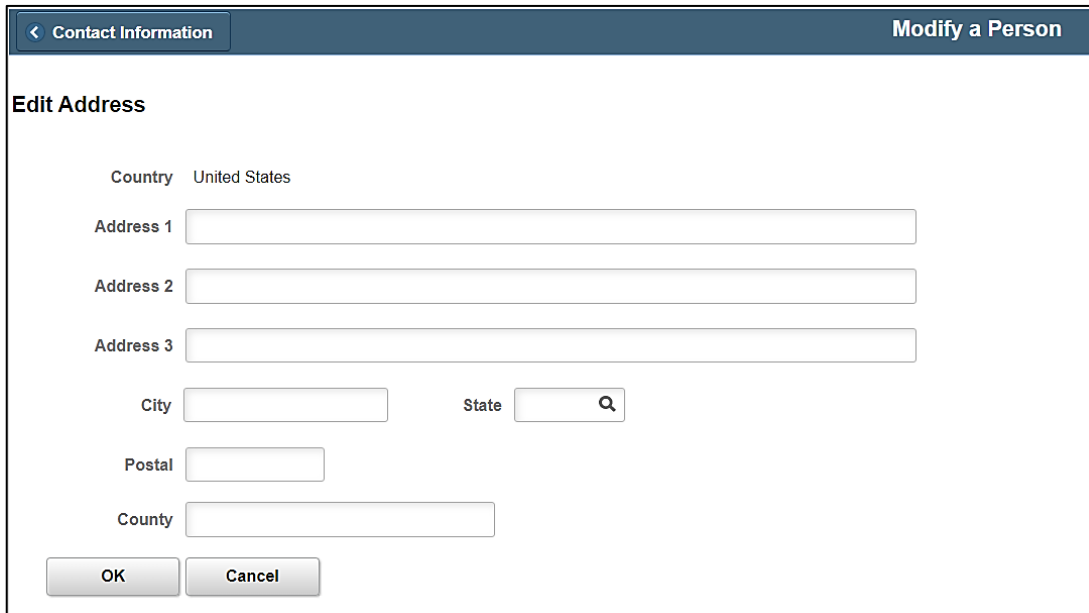
OK Cancel Refresh

HR351 Viewing/Modifying Personal Data

19. The **Effective Date** field defaults to the current date but can be updated as needed using the **Calendar** icon provided.

20. Click the **Add Address** link.

The **Edit Address** page displays.



Modify a Person

< Contact Information

Edit Address

Country United States

Address 1

Address 2

Address 3

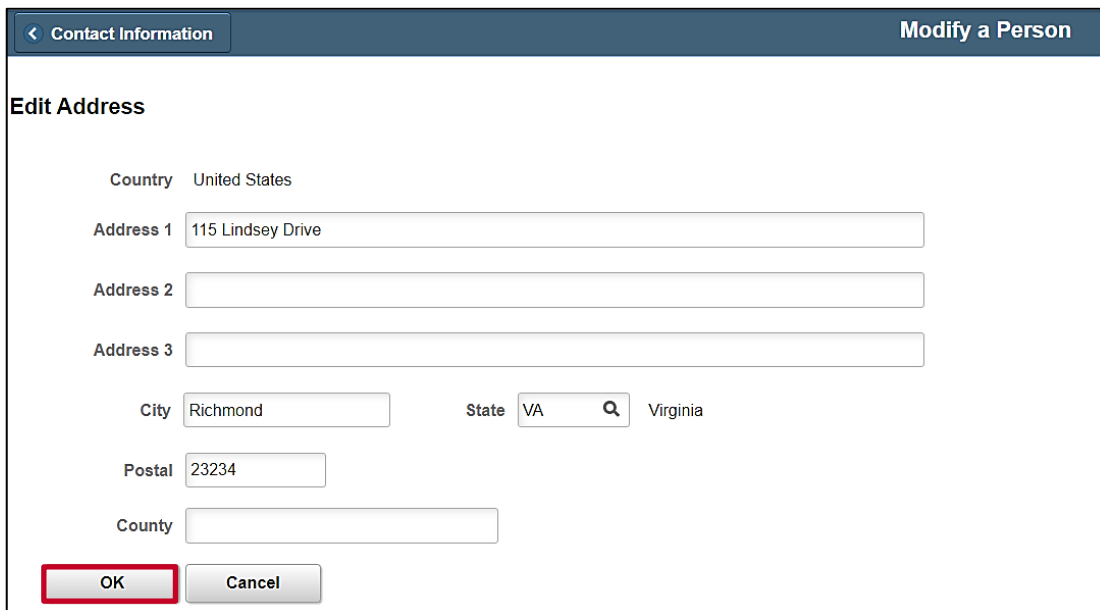
City State

Postal

County

OK Cancel

21. Enter the applicable information into the corresponding address fields.



Modify a Person

< Contact Information

Edit Address

Country United States

Address 1 115 Lindsey Drive

Address 2

Address 3

City Richmond State VA Virginia

Postal 23234

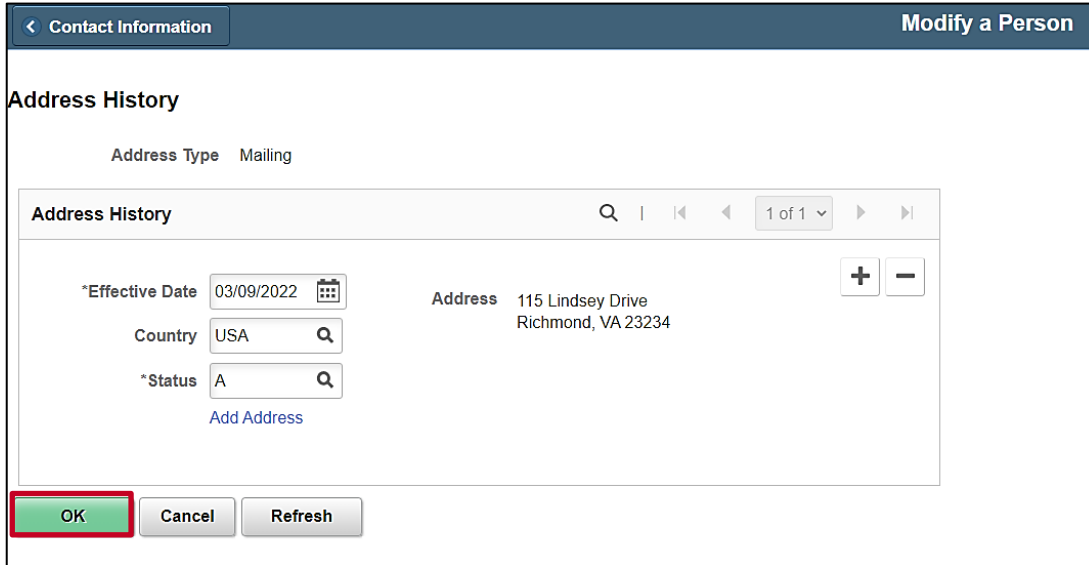
County

OK Cancel

22. Click the **OK** button.

HR351 Viewing/Modifying Personal Data

The **Address History** page returns with the applicable address information.



Modify a Person

Address History

Address Type Mailing

Address History 1 of 1

*Effective Date 03/09/2022 Address 115 Lindsey Drive
Richmond, VA 23234

Country USA

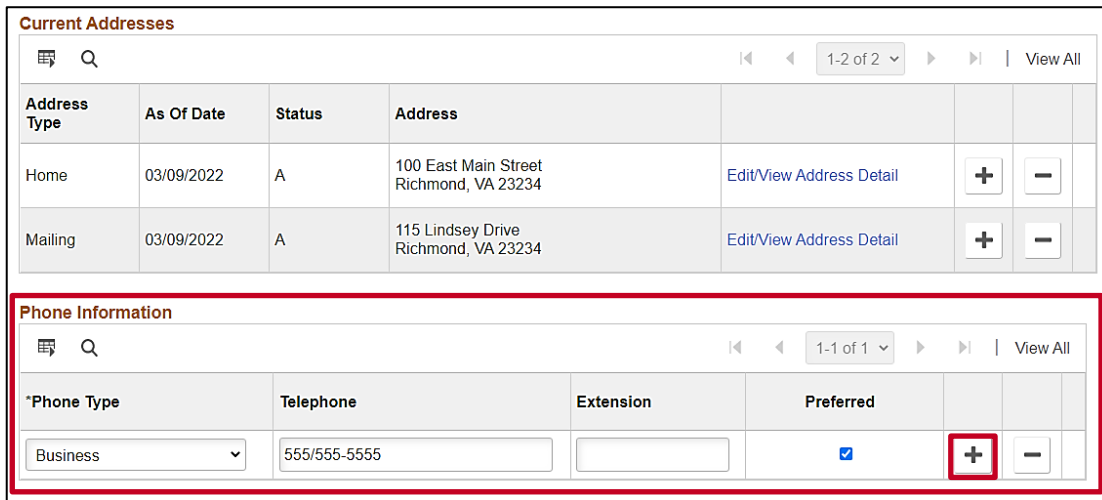
*Status A

Add Address

OK Cancel Refresh

23. Click the **OK** button.

The **Modify a Person: Contact Information** tab returns.



Current Addresses

1-2 of 2 View All

Address Type	As Of Date	Status	Address			
Home	03/09/2022	A	100 East Main Street Richmond, VA 23234	Edit/View Address Detail	+	-
Mailing	03/09/2022	A	115 Lindsey Drive Richmond, VA 23234	Edit/View Address Detail	+	-

Phone Information

1-1 of 1 View All

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+	-

24. If you need to update an existing telephone number, highlight the value in the corresponding **Telephone** field and make the needed change. No new effective dated row is needed.

25. To add an additional phone number (different type of phone), click the **Add a New Row** icon.

Note: Be aware that you can't enter more than one phone number for the same phone type.

HR351 Viewing/Modifying Personal Data

The page refreshes and a new row displays.

Phone Information

1-2 of 2 | View All

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+	-
			<input type="checkbox"/>	+	-

26. Select the applicable phone type in the **Phone Type** field using the dropdown button provided.
27. Enter the applicable phone number and extension (as applicable) in the corresponding fields.

Phone Information

1-2 of 2 | View All

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+	-
Home	910/999-9999		<input type="checkbox"/>	+	-

Email Option Selection

☐ Agency Provided Email
 ☒ Pending Agency Provided Email
 ☐ Employee Provided Email

Email Addresses

*Email Type	*Email Address	Preferred		
Business	noemail@virginia.gov	<input checked="" type="checkbox"/>	+	-

28. Scroll down as needed to the **Email Option Selection** and **Email Addresses** sections.

Note: All employees (active or inactive) must have a valid email address to access the Cardinal HCM application. If emails are not properly maintained, then employees (active or inactive) may not be able to access Cardinal for all applicable self-service actions, including enrolling in benefits. As an HR Administrator, you are responsible for ensuring active and inactive employees have access to Cardinal HCM, as appropriate.

29. Review the **Email Option Selection** section to ensure accuracy and update as needed. The following options are available:
 - a. **Agency Provided Email (A):** Use this option when the employee has been provided a business email address by the agency.
 - i. The provided business email address must be unique to the employee.
 - ii. The business email address should be marked as Preferred.
 - iii. The employee can also have a personal email address entered. However, the personal email address will not be used to access Cardinal.
 - iv. All Core users must have a business email address in Cardinal.

HR351 Viewing/Modifying Personal Data

- b. **Pending Agency Provided Email (P):** Use this option when the employee will be provided a business email address by the agency, but it is not yet set up.
 - i. A placeholder email address of “noemail@virginia.gov” is entered as the Business email type for the employee until their business email address is set up.
 - ii. The business email address should be marked as Preferred.
 - iii. The employee will not be able to access Cardinal HCM until an actual business email is populated and the email option is updated to “Agency Provided Email” (A).
 - iv. Once the employee’s business email is obtained, update the email address and the email option. If this is not updated, the employee will not be able to register for access to Cardinal.
 - v. The employee can also have a separate personal email address with the “Pending Agency Provided Email” (P) email option, but it is not required. The Personal Email should be left blank if the employee did not provide a personal email.
- c. **Employee Provided Email (E):** Use this option when the employee will not be provided a business email address by the Agency and will use their personal email address to access Cardinal.
 - i. The personal email is marked Preferred in Cardinal.
 - ii. This email option should not be selected for Cardinal Core users because a business email is required for Core users to access Cardinal HCM.
 - iii. If an employee declines to provide a personal email address, select the email option of “Employee Provided Email” (E) and use the placeholder value of “noemail@virginia.gov”.
 - iv. Employees with this option selected will not be able to use Employee Self-Service (ESS) until a valid personal email address has been entered in Cardinal.

Phone Information

1-2 of 2 | View All

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+	-
Home	910/999-9999		<input type="checkbox"/>	+	-

Email Option Selection

☐ Agency Provided Email
 ☒ Pending Agency Provided Email
 ☐ Employee Provided Email

Email Addresses

*Email Type	*Email Address	Preferred		
Business	noemail@virginia.gov	<input checked="" type="checkbox"/>	+	-

30. If you need to change an existing email address, highlight the value and make the needed change. No new effective dated row is needed.

31. To add an additional email address (different type of email), click the **Add a New Row** icon.

Note: Be aware that you can't enter more than one email address for the same email type.

The page refreshes and a new row displays.

Email Addresses

*Email Type	*Email Address	Preferred		
Business	noemail@virginia.gov	<input checked="" type="checkbox"/>	+	-
		<input type="checkbox"/>	+	-

Instant Message IDs

1-1 of 1 | View All

*IM Protocol	*IM Domain	*Network ID	Preferred		
			<input type="checkbox"/>	+	-

32. Select the applicable email type in the **Email Type** field using the dropdown button provided.

33. Enter the applicable email address in the **Email Address** field.

Email Addresses

*Email Type	*Email Address	Preferred		
Business	noemail@virginia.gov	<input checked="" type="checkbox"/>	+	-
Personal	employee@yahoo.com	<input type="checkbox"/>	+	-

Instant Message IDs

Q

1-1 of 1

View All

*IM Protocol	*IM Domain	*Network ID	Preferred		
			<input type="checkbox"/>	+	-

Save

Return to Search

Notify

Refresh

Update/Display

Include History

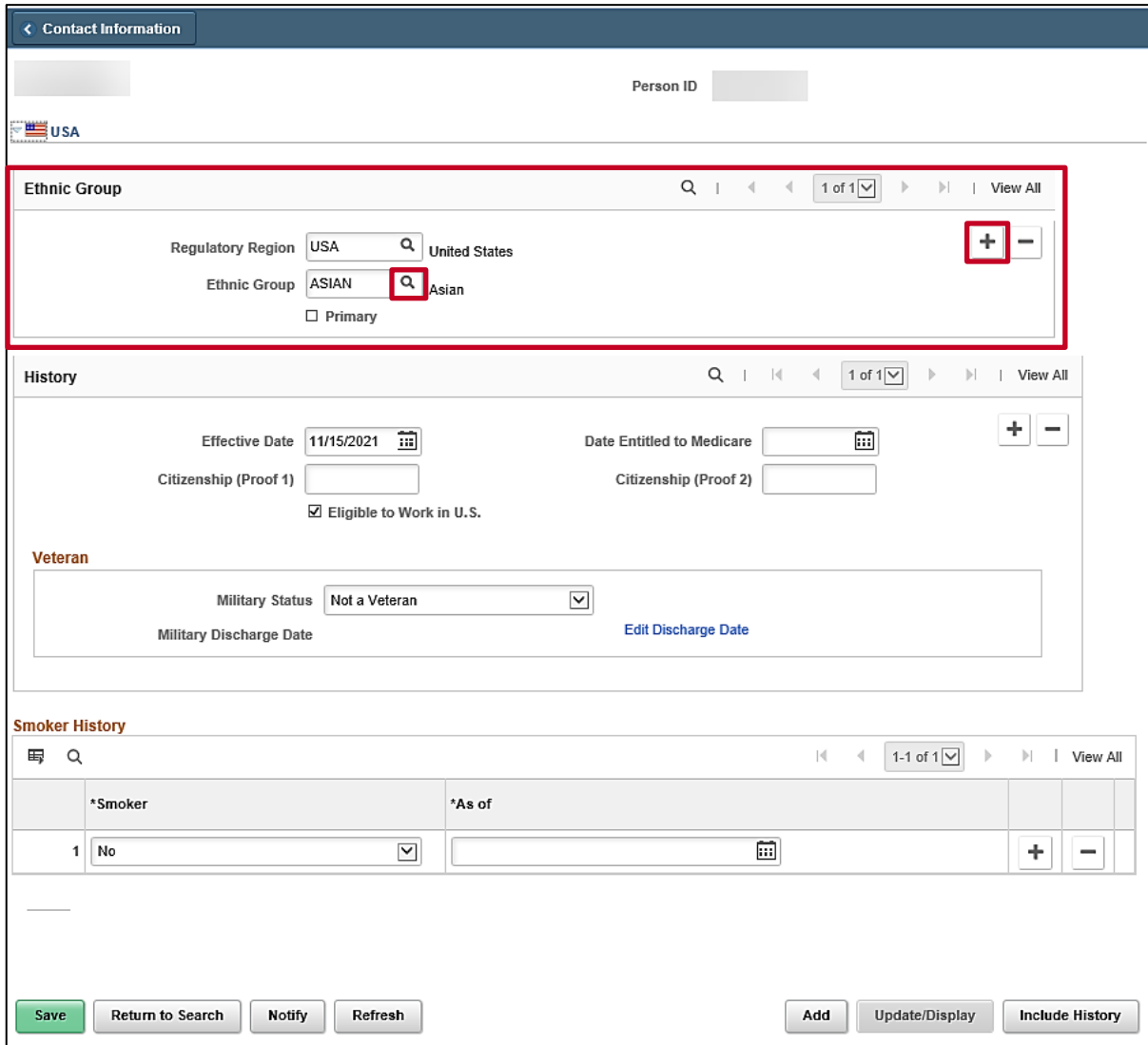
34. Click the **Save** button.

HR351 Viewing/Modifying Personal Data

Regional Tab – Updates to Ethnic Group or Military Status

35. Click the **Regional** tab at the top of the page.

The **Regional** tab displays.



The screenshot shows the 'Regional' tab in the HR351 system. The top section is titled 'Ethnic Group' and contains fields for 'Regulatory Region' (USA) and 'Ethnic Group' (ASIAN). A red box highlights the 'Ethnic Group' field and the 'Add' (+) button. Below this is the 'History' section, which includes fields for 'Effective Date' (11/15/2021), 'Date Entitled to Medicare', 'Citizenship (Proof 1)', 'Citizenship (Proof 2)', and a checkbox for 'Eligible to Work in U.S.'. The 'Veteran' section below that has a 'Military Status' dropdown (Not a Veteran) and a link for 'Edit Discharge Date'. The 'Smoker History' section at the bottom is a table with columns for '*Smoker' and '*As of'. The table has one row with 'No' in the '*Smoker' column. At the bottom of the form are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'.

36. Review the information in the **Ethnic Group** section. If you need to change the existing ethnic group selection, click the **Lookup Ethnic Group** icon (magnifying glass) and select the appropriate value.

37. To add additional values (employees reporting as multiple ethnicities) click the **Add a New Row** icon.

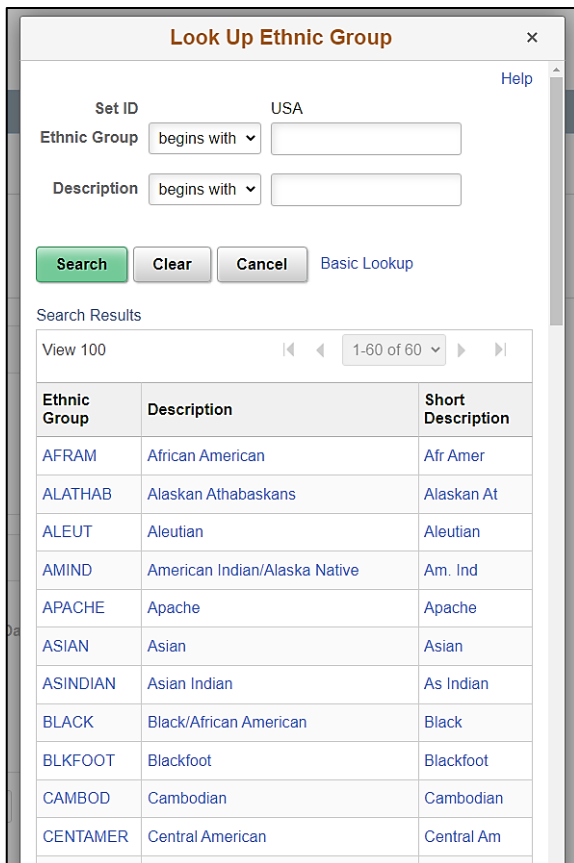
HR351 Viewing/Modifying Personal Data

The page refreshes and the new row within the **Ethnic Group** section displays (row 2 of 2 in this example).



38. Click the **Lookup Ethnic Group** icon (magnifying glass).

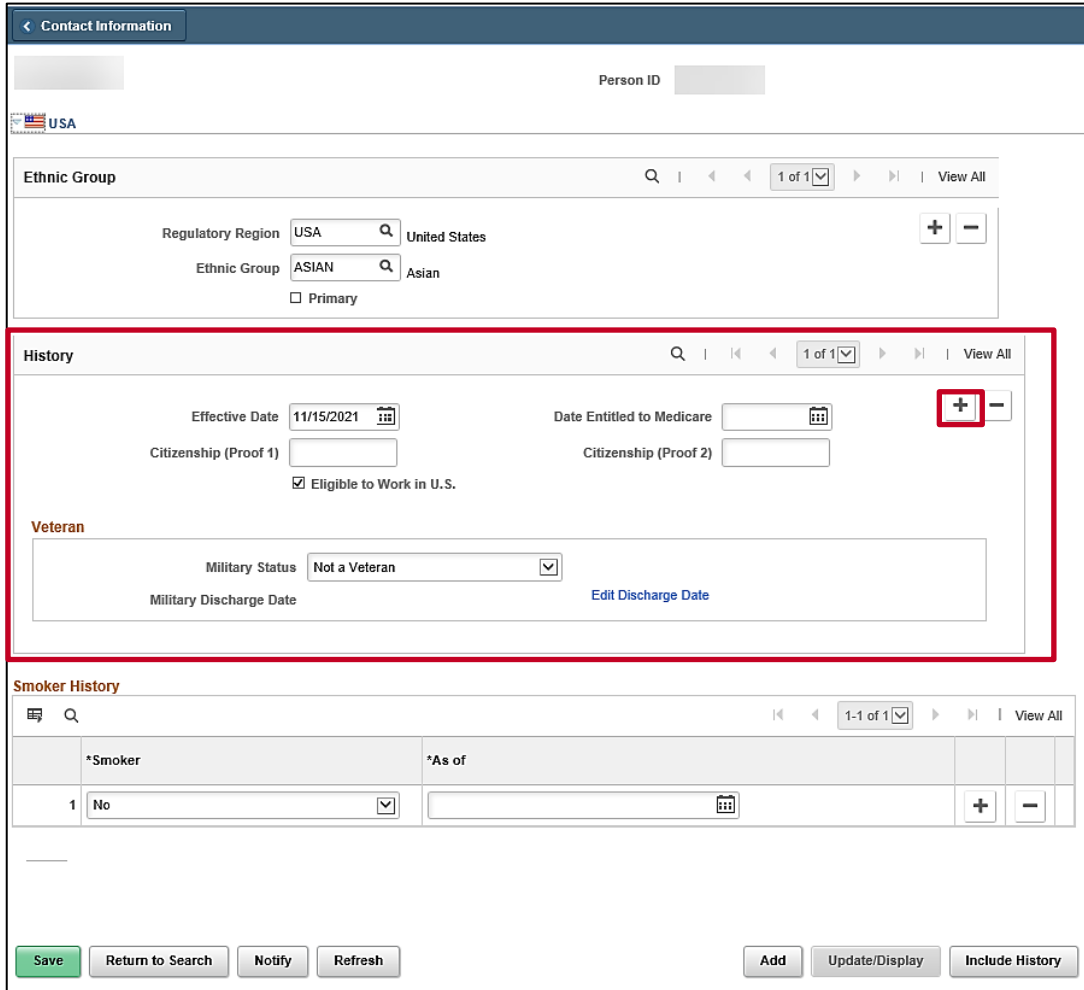
The **Look Up Ethnic Group** page displays in a pop-up window.



Ethnic Group	Description	Short Description
AFRAM	African American	Afr Amer
ALATHAB	Alaskan Athabaskans	Alaskan At
ALEUT	Aleutian	Aleutian
AMIND	American Indian/Alaska Native	Am. Ind
APACHE	Apache	Apache
ASIAN	Asian	Asian
ASINDIAN	Asian Indian	As Indian
BLACK	Black/African American	Black
BLKFOOT	Blackfoot	Blackfoot
CAMBOD	Cambodian	Cambodian
CENTAMER	Central American	Central Am

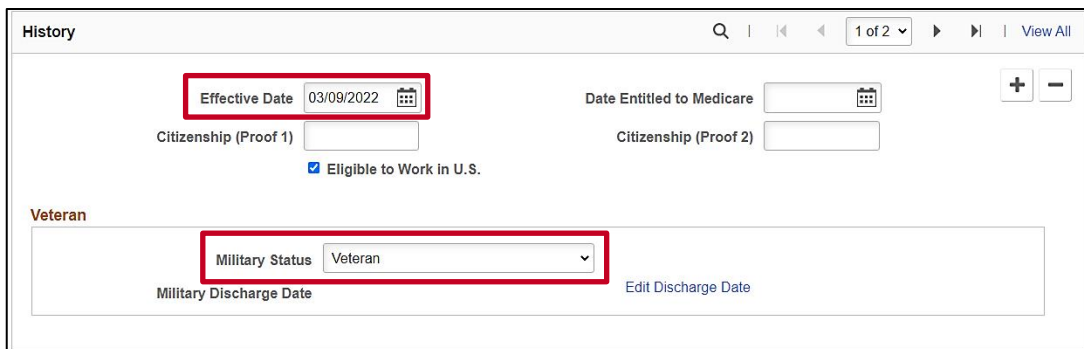
39. Select the applicable ethnic group by clicking the corresponding **Ethnic Group** link.

The **Regional** tab returns.



40. To change the existing military status, click the **Add a New Row** icon to add a new effective dated row.

The page refreshes and the new row displays (row 1 of 2 in this example).



41. The **Effective Date** field defaults to the current date but can be updated as needed using the **Calendar** icon provided.
42. Update the **Military Status** field using the dropdown button provided.

< Contact Information

Person ID

USA

Ethnic Group
1 of 1
View All

Regulatory Region
USA
United States
+ -

Ethnic Group
ASIAN
Asian

☐ Primary

History
1 of 1
View All

Effective Date
11/15/2021
Date Entitled to Medicare
+ -

Citizenship (Proof 1)
Citizenship (Proof 2)

☒ Eligible to Work in U.S.

Veteran

Military Status
Not a Veteran
Edit Discharge Date

Military Discharge Date

Smoker History
1-1 of 1
View All

	*Smoker	*As of		
1	No		+	-

Save
Return to Search
Notify
Refresh
Add
Update/Display
Include History

43. Once all required updates are made, click the **Save** button.